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ABSTRACT

This manual is a "how to" training device for developing spreadsheet files in the AppleWorks program using an Apple IIe or Apple IIGS Computer with a single disk drive. The manual provides step-by-step directions, and includes 36 figures depicting the computer screen at the various stages of the spreadsheet development sequence. (EW)

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DEVELOPING SIMPLE BUDGETS USING THE APPLEWORKS SPREADSHEET SUBPROGRAM APPLE IIe OR GS COMPUTERS AND A SINGLE DISK DRIVE

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INTRODUCTION

"Developing Simple Budgets.....Drive" was developed for use as a "how to" training device. It can be used with either Apple IIe or IIGS computers which have a single disk drive. Its development was accomplished using an Apple single disk drive, 5 1/4" floppy disks, and the 1.3 Version of the AppleWorks program. Generally, other versions of the AppleWorks program as well as the smaller disk drives, presently available on the market, may be used in conjunction with the document. If the document is to be used as it was intended at the time of development, users must have the following items available to them:

1. Apple II series computer.

2. A single disk drive.

3. AppleWorks startup and AppleWorks program disks. These items may be located on opposite sides of the same computer disk.

4. One data disk.

The following skills must be mastered by users before the document can be used as it was intended. Users must be able to:

1. Turn on the Apple computer.

2. Bootup the AppleWorks program.

3. Format blank data disks (blank, unused disks must be formatted before information can be store on them). This task may be accomplished using the AppleWorks program "Main Menu" option 5 (Other Activities) and option 5 of the "Other Activities" menu.

After using this document, users should be able to set up Spreadsheet files like the one described herein. Once a spreadsheet file, like the one described here, has been constructed and saved on a data disk users should attempt to modify the file such that it will better fit their individual needs. Additional guidance in this regard may be found in the AppleWorks manual which accompanies the purchase of the program. Manuals are also available from many bookstores.

Mistakes found in this document are mine.

RMS

STEPS **DIRECTIONS**

01. Load the AppleWorks program into the computer. With this task completed, your screen should look like Figure 1 (the "Main Menu" is on the screen). In the upper left corner of the screen, you should find the numeral "1" following the second word "Disk." If this is the case, proceed to step 02. If the numeral is "2," go to step number 05.

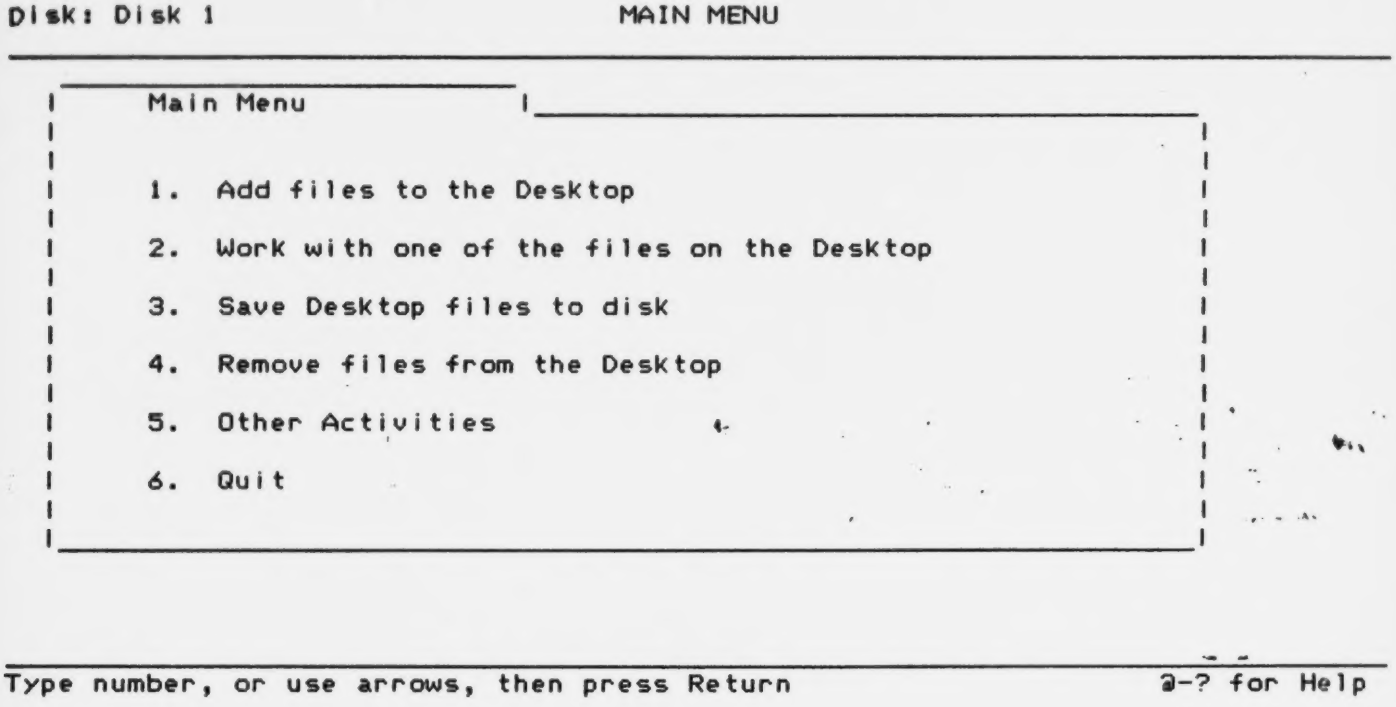
Disk: Disk 1
MAIN MENU
Main Menu
1. Add files to the Desktop
2. Work with one of the files on the Desktop
3. Save Desktop files to disk
4. Remove files from the Desktop
5. Other Activities
6. Quit
Type number, or use arrows, then press Return
⌘-? for Help

Figure 1. The Computer Screen With Disk Drive One Selected.

02. Option #1, "Add Files to the Desktop" is high lighted (usually in green, but the actual color depends on the type of equipment you have) so you should press the RETURN key once. Your screen should look like the picture shown in Figure 2 following this action.

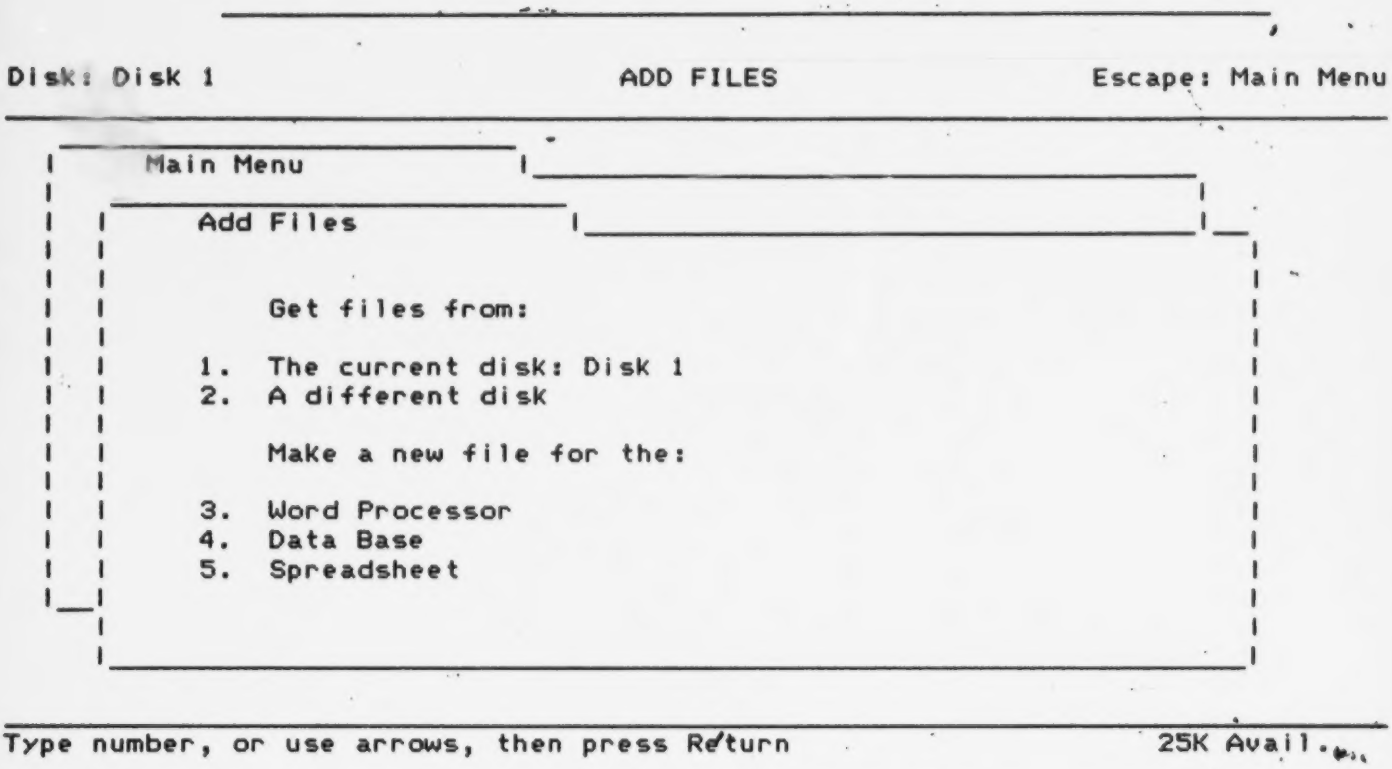

Figure 2. The Screen After Selecting, the "Add File to the Desktop" Option.

03. Press the numeral "5" key and then press the RETURN key once. This action should bring you to the "Spreadsheet" menu and the screen will appear as does the picture in Figure 3.

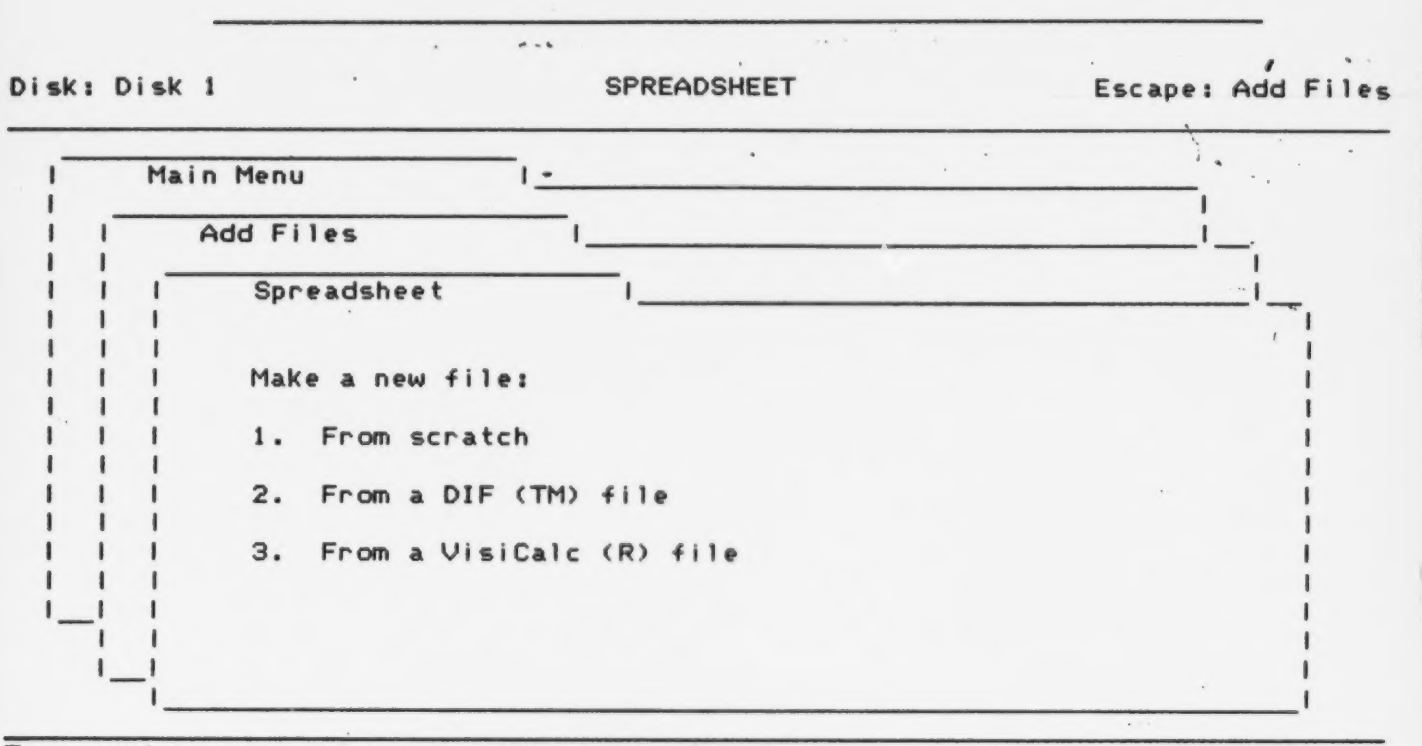

Figure 3. The "Spreadsheet" Menu.

04. If you have successfully reached this point, jump to step 08.

05. If the screen looks like the picture shown in Figure 4 (note the #2 in the upper left corner of the Figure), select option #2, "A different disk," from the "Main Menu" by pressing DOWN-ARROW once and the RETURN key once. Following this action, the screen should shift so that it appears like the picture shown in Figure 5.

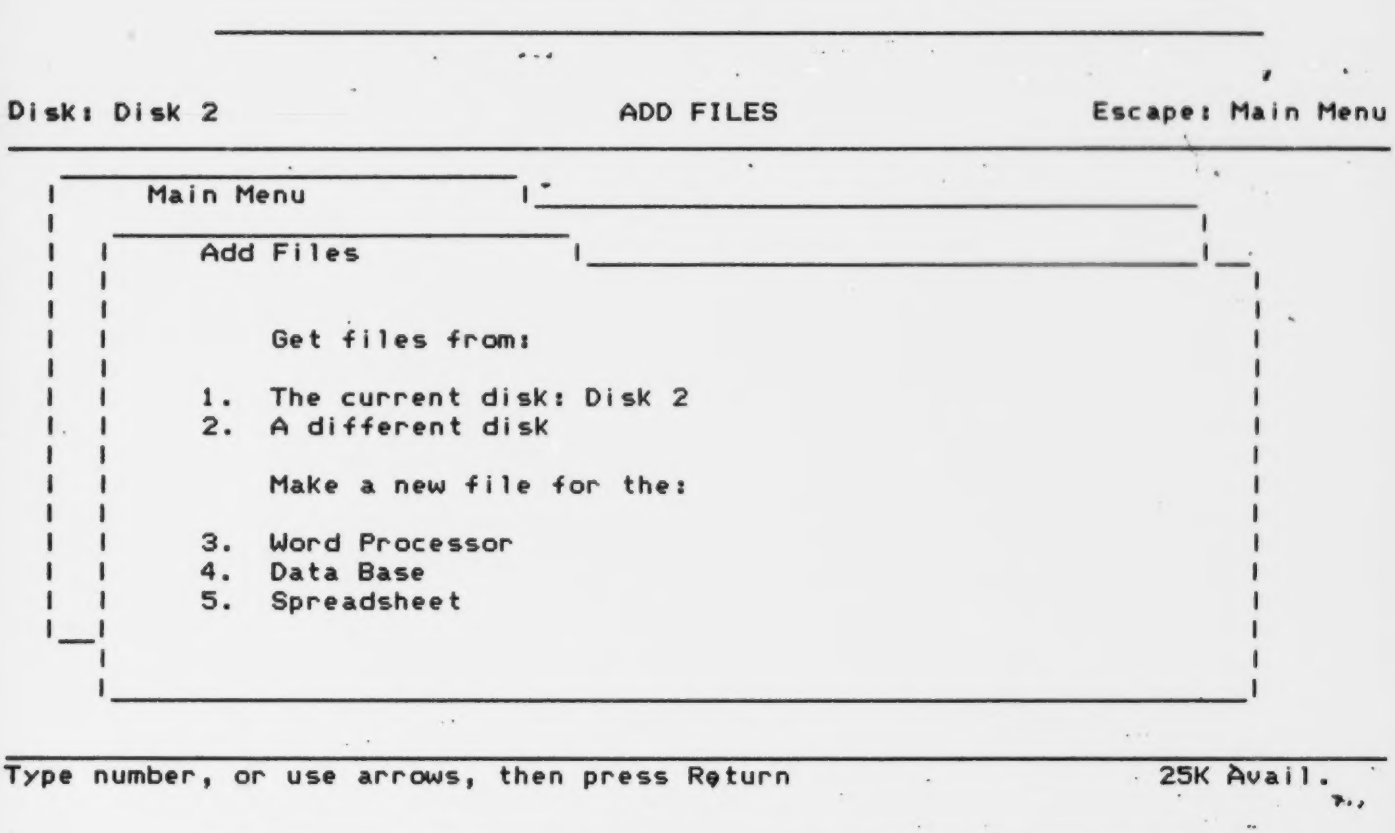

Figure 4. Computer Screen With "Disk: Disk 2" Selected.

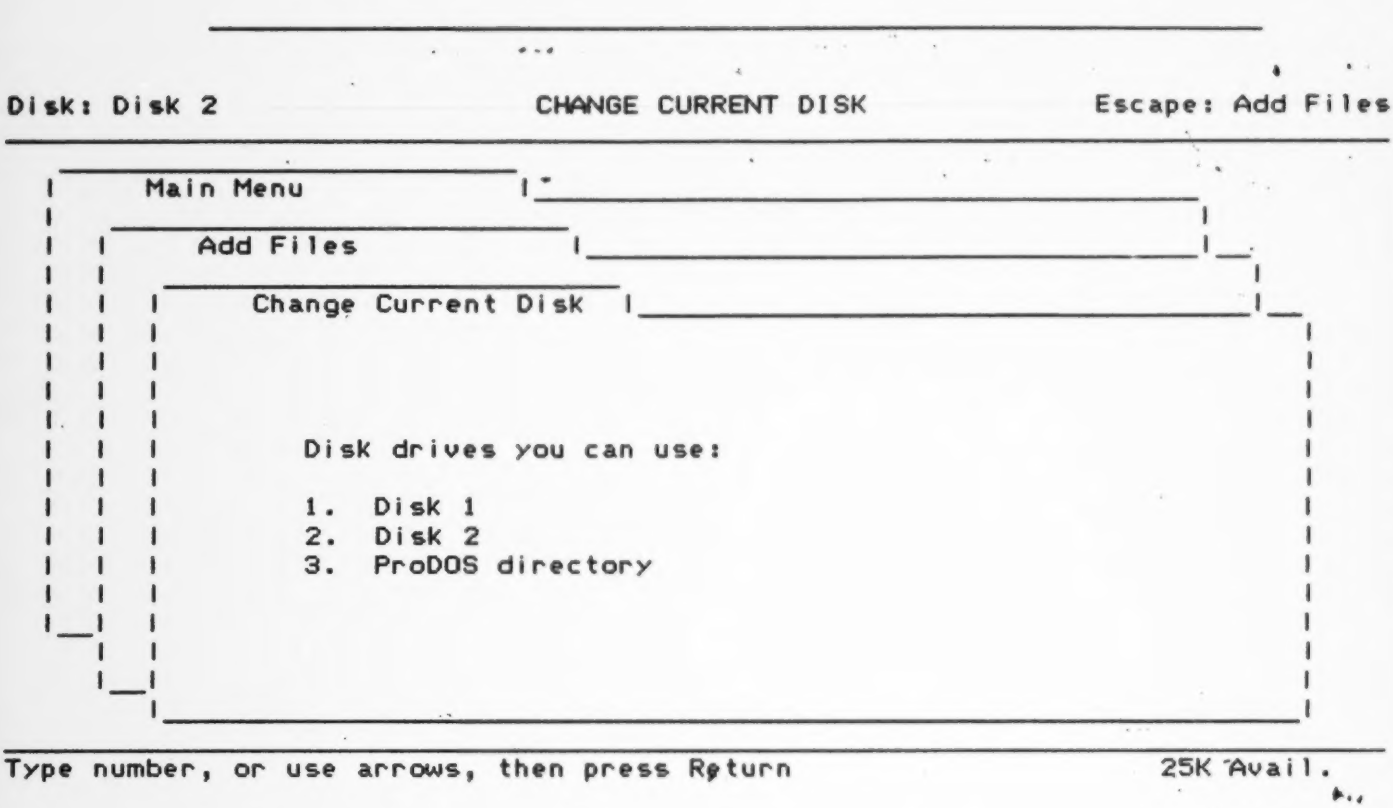

Figure 5. The Screen After Choosing, "A different disk" Option.

06. Select option #1, "Disk 1" by pressing the DOWN-ARROW key once and the RETURN key once. The screen should have changed following this action so that it appears as it did in Figure 2.

07. Now, complete step 03 and then jump to step 08.

08. With the screen appearing as it does in Figure 3 select option #1 (it is high lighted) by pressing the RETURN key once. The picture you see on the screen will change so that it looks like the one you now see in Figure 6 below.

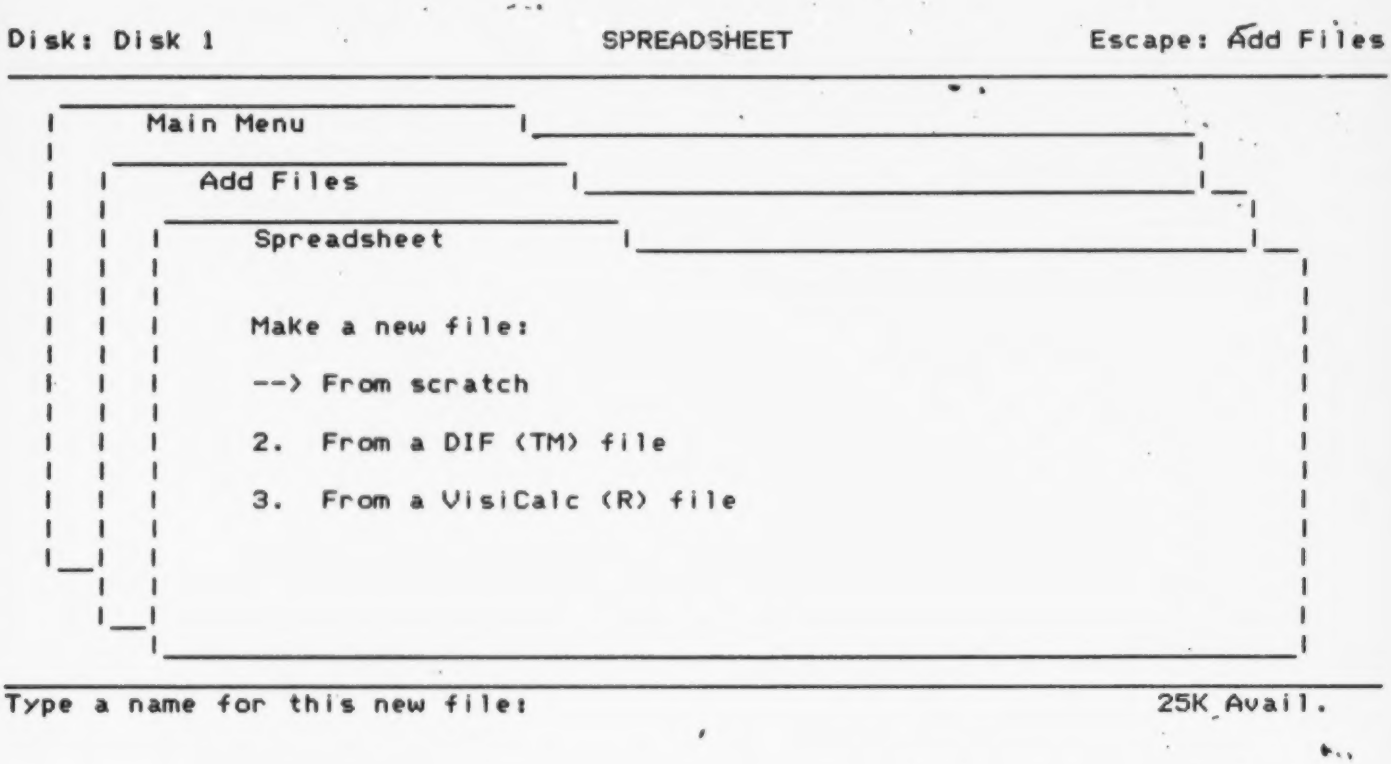

Figure 6. The Screen Showing The "From Scratch" Option Of The "Spreadsheet" Menu Selected.

09. Directions at the bottom of the screen tell you to name the the new file so type the word BUDGET and then press the RETURN key once. The screen will now be identical to the picture shown in Figure 7.

Figure 7. Blank Spreadsheet File Titled "BUDGET."

10. Press the OPEN-APPLE key and the "V" key. The key should look like the picture shown in Figure 8.

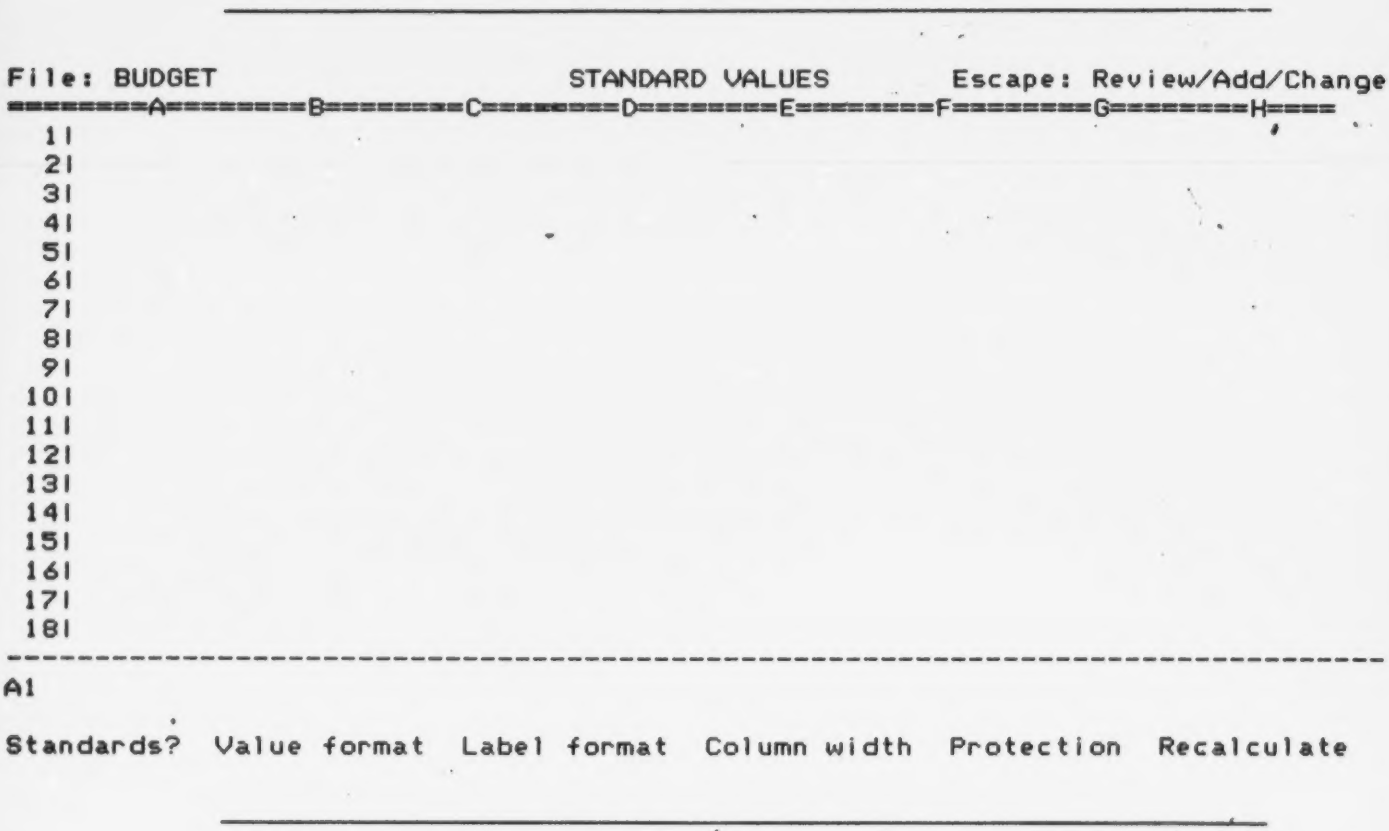

Figure 8. The Computer Screen After Pressing The Open-Apple And The "V" Keys.

11. Press the RIGHT-APPOW key twice to highlight "Column Width" shown at the bottom of the screen.

12. Press the RETURN key once. The screen should look like Figure 9. Using this option will allow you to set the width of your spreadsheet columns to as much as 75 spaces. If you do not set the width to that which you want or desire, the program will operate using a standard, preset value of 9 spaces.

```
File: BUDGET                    STANDARD VALUES        Escape: Review/Add/Change
========A========B========C========D========E========F========G========H====
  1|
  2|
  3|
  4|
  5|
  6|
  7|
  8|
  9|
 10|
 11|
 12|
 13|
 14|
 15|
 16|
 17|
 18|
--------------------------------------------------------------------------------
A1

Press @ and arrows to change column widths                          25K Avail.
```

Figure 9. The Computer Screen After Selecting The "Column Width" Option.

13. Press the OPEN-APPLE key and while holding it down, press the LEFT-ARROW key several times. At the same time watch the capital letters at the top of the screen.

14. Continue the LEFT-ARROW key process started in step 13 until the spaces between the letters disappear. The screen should look like the picture in Figure 10.

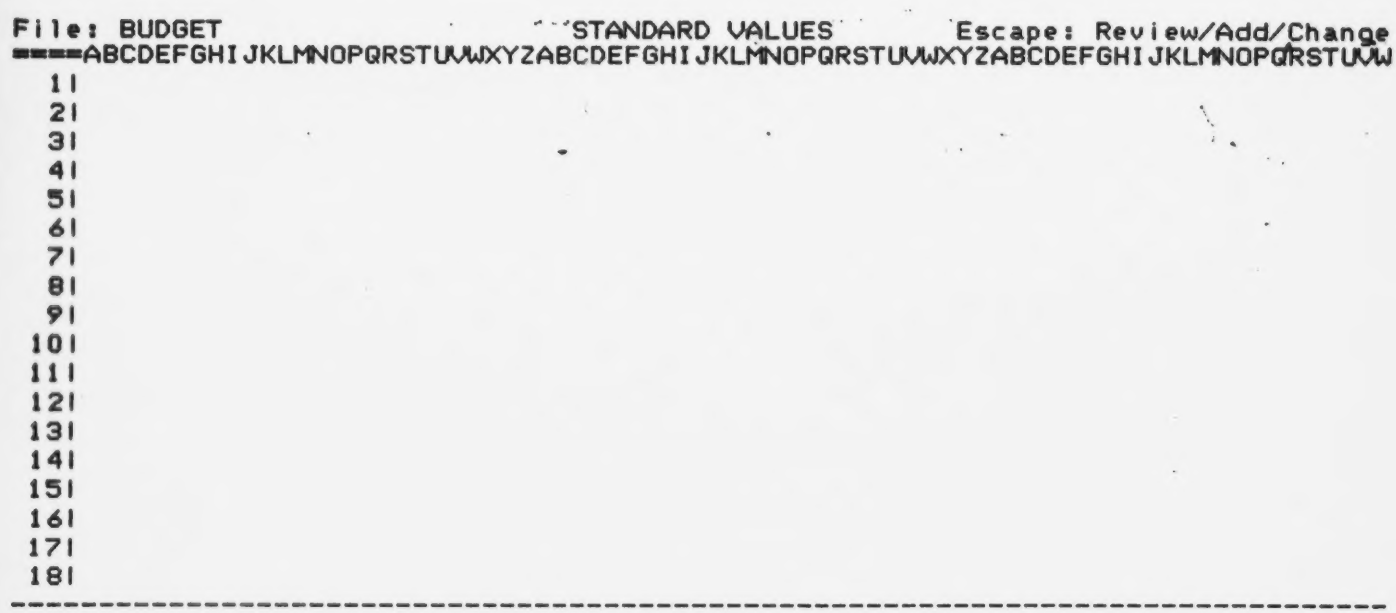

Figure 10. The Computer Screen With Showing Column Widths One Space Wide.

15. Hold down the OPEN-APPLE key and press the RIGHT-ARROW key 21 times. This action will program the computer to form columns (columns run from top to bottom) 22 spaces wide.

16. Press the RETURN key once. The screen now looks like the picture shown in Figure 11.

```
File: BUDGET                    STANDARD VALUES        Escape: Review/Add/Change
             A                        B                        C
  1|
  2|
  3|
  4|
  5|
  6|
  7|
  8|
  9|
 10|
 11|
 12|
 13|
 14|
 15|
 16|
 17|
 18|
--------------------------------------------------------------------------------
A1

Press @ and arrows to change column widths                          25K Avail.
```

Figure 11. Spreadsheet File With 22 Space Column Widths.

17. Press the OPEN-APPLE and the "L" at the same time. The screen change so that it appears like the screen shown in Figure 12.

```
File: BUDGET                    LAYOUT              Escape: Review/Add/Change
============A=====================B=====================C==========
  1|
  2|
  3|
  4|
  5|
  6|
  7|
  8|
  9|
 10|
 11|
 12|
 13|
 14|
 15|
 16|
 17|
 18|
-------------------------------------------------------------------------------
A1

Layout?  Entry  Rows  Columns  Block
```

Figure 12. The Computer Screen After selecting The Layout Option.

19. Press the RIGHT-ARROW key three times to highlight the "Block" option. Before continuing be sure that your moving block cursor (the light you can move around the screen using ARROW keys) is located at the top of the "C" column or in cell "C1" (cells are intersections of columns and rows).

20. Press the RETURN key once. Your results are shown in Figure 13.

```
File: BUDGET                          LAYOUT          Escape: Review/Add/Change
==============A=====================B=====================C==========
  1|
  2|
  3|
  4|
  5|
  6|
  7|
  8|
  9|
 10|
 11|
 12|
 13|
 14|
 15|
 16|
 17|
 18|
-------------------------------------------------------------------------------
A1

Use cursor moves to highlight Block, then press Return                25K Avail.
```

Figure 13. The Computer Screen After Selecting The "Block" Option.

21. Follow the directions at the bottom of the screen using DOWN-ARROW until 18 rows have been highlighted.

22. Press RIGHT-ARROW until the columns over to and including column "H" have been highlighted.

23. Press the RETURN key once and then look at Figure 14. This io the way your computer monitor screen should appear.

```
File: BUDGET                          LAYOUT          Escape: Review/Add/Change
==============A=======================B=======================C==========
  1|
  2|
  3|
  4|
  5|
  6|
  7|
  8|
  9|
 10|
 11|
 12|
 13|
 14|
 15|
 16|
 17|
 18|
-------------------------------------------------------------------------------
A1

Layout?  Value format  Label format  Protection
```

Figure 14. The Computer Screen Following The Block Highlighting Operation.

24. Press the RIGHT-ARROW key once to highlight the "Value Format" option.

25. Press the RETURN key once and then look at the screen:

```
File: BUDGET                          LAYOUT          Escape: Review/Add/Change
==============A=======================B=====================C===========
   1|
   2|
   3|
   4|
   5|
   6|
   7|
   8|
   9|
  10|
  11|
  12|
  13|
  14|
  15|
  16|
  17|
  18|
-------------------------------------------------------------------------------
A1

Value format?  Fixed  Dollars  Commas  Percent  Appropriate  Standard
```

Figure 15. The Computer Screen With "Value Format" Chosen.

26. Press the RIGHT-ARROW key and highlight the "Dollars" option.

27. Press the RETURN key once. The monitor screen should now look like the picture in Figure 16.

```
File: BUDGET                          LAYOUT          Escape: Review/Add/Change
==============A=======================B=======================C===========
  1|
  2|
  3|
  4|
  5|
  6|
  7|
  8|
  9|
 10|
 11|
 12|
 13|
 14|
 15|
 16|
 17|
 18|
-------------------------------------------------------------------------------
A1

How many decimal places? (0-7)  0                                  25K Avail.
```

Figure 16. The Monitor Screen After Selecting The "Dollars" Option.

28. Press the "2" key once to indicate two decimal places (see Figure 17). The computer will assign two decimal places to each numerical entry made as you enter data in your file even though the number you enter may not have any decimal places.

30. Press the RETURN key once. Note that the computer has given the "Value" a special code "Layout-D2" (see the lower left corner).

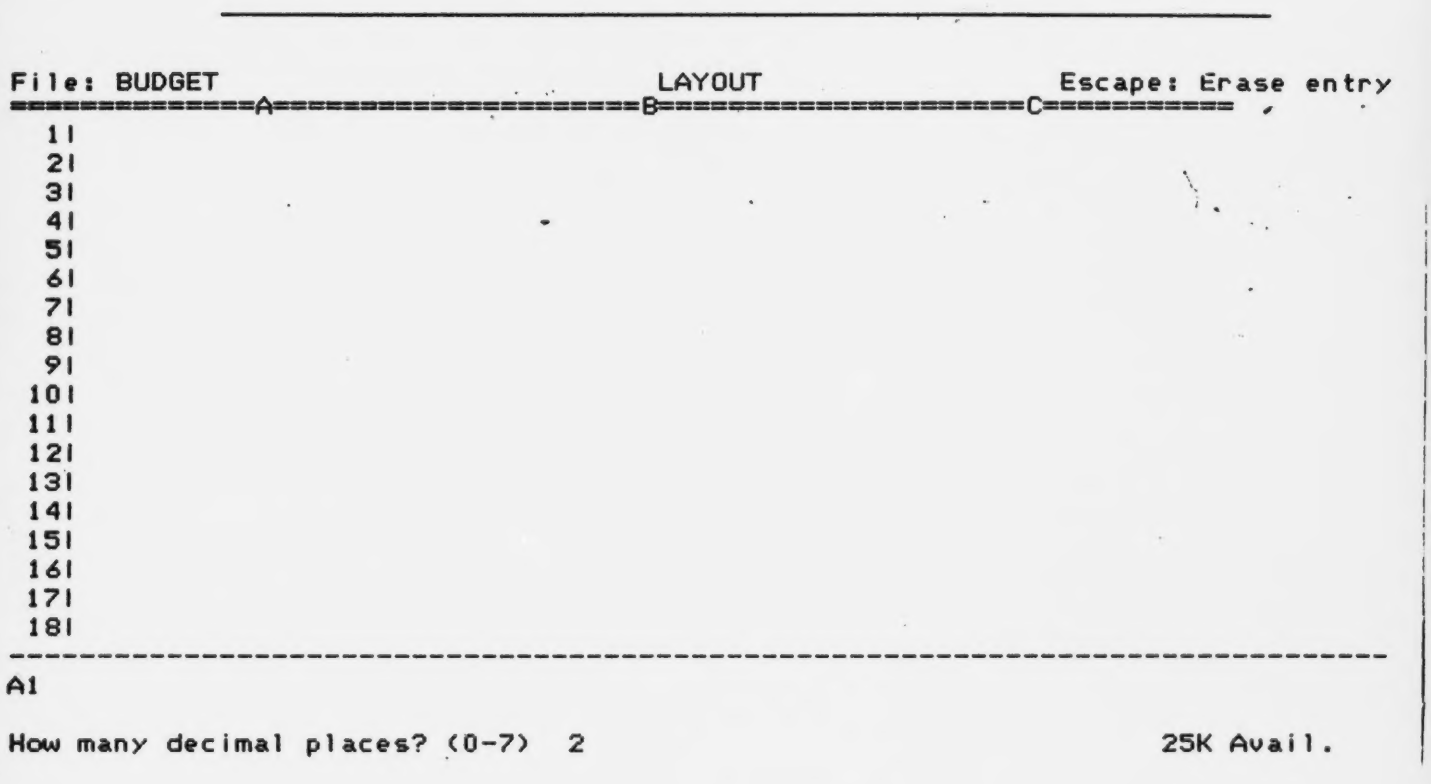

Figure 17. Value Code Following The Selection Of 2 Decimal Places.

31. Move the cursor to cell (the intersection of a column and a row) "A1" using ARROW keys.

32. Press the CAPS LOCK key to the down position.

33. Type "CATEGORIES" in cell "A1" and press the RETURN key once.

34. Press the RIGHT-ARROW key once and move the cursor to cell, "B1."

35. Type "OF" in cell "B1" and press the RETURN key once.

36. Press the RIGHT-ARROW key once and move the curcor to cell, "C1."

37. Type "EXPENDITURES" in cell "C1" and press the RETURN key once.

38. Release the CAPS-LOCK key.

39. Move the cursor to cell, "A3" using DOWN-ARROW and LEFT-ARROW keys.

40. Type "Major Categories" in cell "A3" and press the RETURN key once.

41. Press the RIGHT-ARROW key once and move the cursor to cell, "B3,"

42. Type "Subcategories" in cell "B3" and press the RETURN key once.

43. Press the RIGHT-ARROW key once and move the cursor to cell, "C3."

44. Type "Dollar Amounts" in cell "C3" and press the RETURN key once.

45. Press the UP-ARROW key once, moving the cursor to cell, "C2."

46. Type, "Months" in cell, "C2." The screen now appears like the example shown in Figure 18.

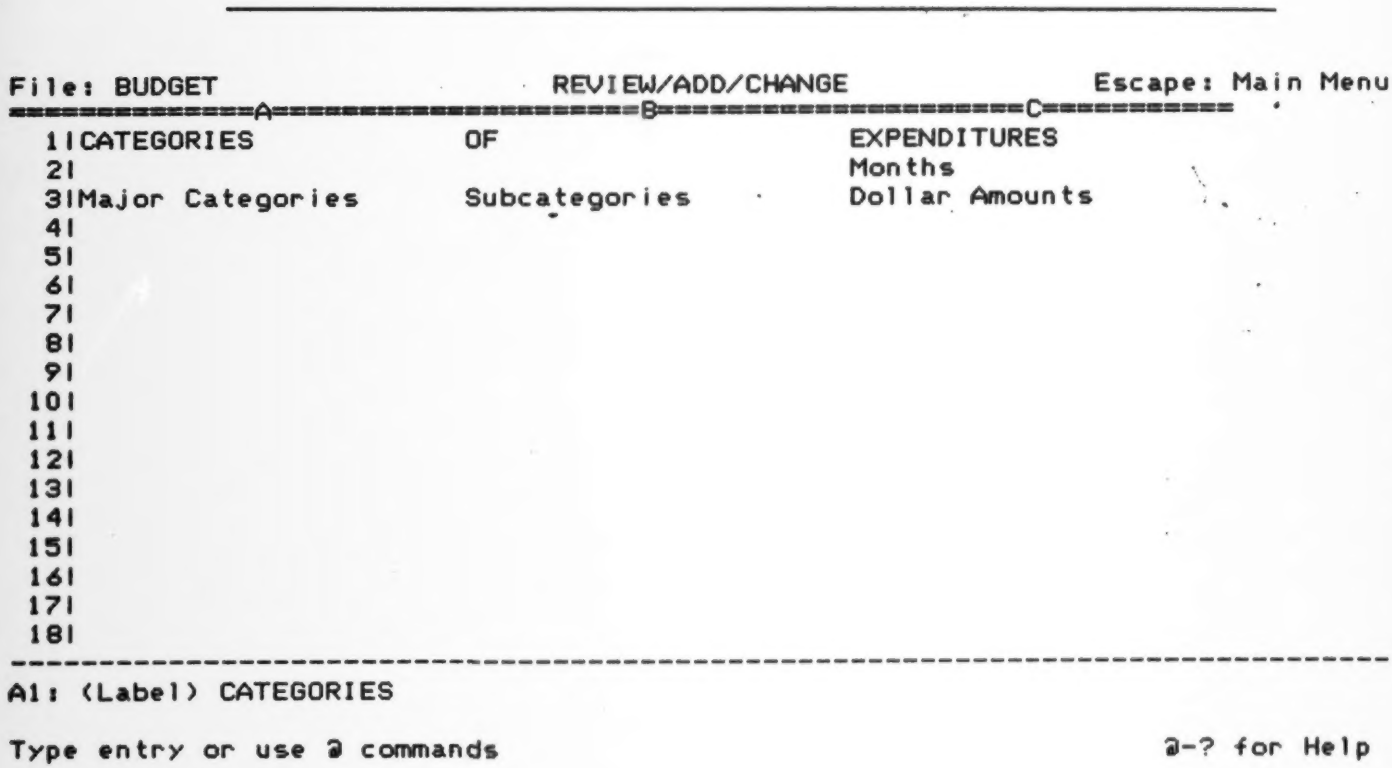

Figure 18. Spreadsheet After Entries Have Been Made In Cells A1, A3, B1, B3, C1, C2, C3.

47. Use the UP-ARROW and LEFT-ARROW keys and move the cursor to cell, "A1."

48. Press the OPEN-APPLE and "L" keys at the same time. The computer monitor screen will now appear like the example shown in Figure 19.

```
File: BUDGET                          LAYOUT          Escape: Review/Add/Change
             A                        B                      C
  1|CATEGORIES              OF                      EXPENDITURES
  2|                                                Months
  3|Major Categories        Subcategories           Dollar Amounts
  4|
  5|
  6|
  7|
  8|
  9|
 10|
 11|
 12|
 13|
 14|
 15|
 16|
 17|
 18|
--------------------------------------------------------------------------------
A1: (Label) CATEGORIES

Layout?  Entry  Rows  Columns  Block
```

Figure 19. Screen With The Open-Apple-L Option Selected.

49. Press the RIGHT-ARROW key three times to highlight the "Block" option.

50. Press the RETURN key once and then look at Figure 20.

```
File: BUDGET                              LAYOUT          Escape: Review/Add/Change
==============A=======================B=======================C==========
  1|CATEGORIES              OF                        EXPENDITURES
  2|                                                  Months
  3|Major Categories        Subcategories             Dollar Amounts
  4|
  5|
  6|
  7|
  8|
  9|
 10|
 11|
 12|
 13|
 14|
 15|
 16|
 17|
 18|
--------------------------------------------------------------------------------
A1: (Label) CATEGORIES

Use cursor moves to highlight Block, then press Return                  25K Avail.
```

Figure 20. The Monitor Screen After Selecting The "Block" Option.

51. Press the DOWN-ARROW and RIGHT-ARROW keys a sufficient number of times to highlight all cells from "A1" to "A3" and "A1" to "H1."

52. Press the RETURN key once. See Figure 21; your screen should appear like this.

```
File: BUDGET                          LAYOUT          Escape: Review/Add/Change
              A                      B                      C
  1 CATEGORIES              OF                    EXPENDITURES
  2                                               Months                 October
  3 Major Categories        Subcategories         Dollar Amounts
  4
  5
  6
  7
  8
  9
 10
 11
 12
 13
 14
 15
 16
 17
 18
--------------------------------------------------------------------------------
A3: (Label) Major Categories

Use cursor moves to highlight Block, then press Return                 25K Avail.
```

Figure 21. The Monitor Following The Highlighting Operation.

53. Press the RIGHT-ARROW key once and highlight the "Label Format"

54. Press the RETURN key once. This operation should select the "justify operations" shown in Figure 22.

```
File: BUDGET                          LAYOUT          Escape: Review/Add/Change
              A                       B                       C
  1|CATEGORIES              OF                      EXPENDITURES
  2|                                                Months                 October
  3|Major Categories        Subcategories           Dollar Amounts
  4|
  5|
  6|
  7|
  8|
  9|
 10|
 11|
 12|
 13|
 14|
 15|
 16|
 17|
 18|
--------------------------------------------------------------------------------
A3: (Label) Major Categories

Label format?  Left justify  Right justify  Center  Standard
```

Figure 22. The Screen After Selecting The Justify Options.

55. Press the RIGHT-ARROW key three times to highlight the "Center" option.

56. Press the RETURN key once. Now the screen looks the picture shown in Figue 23.

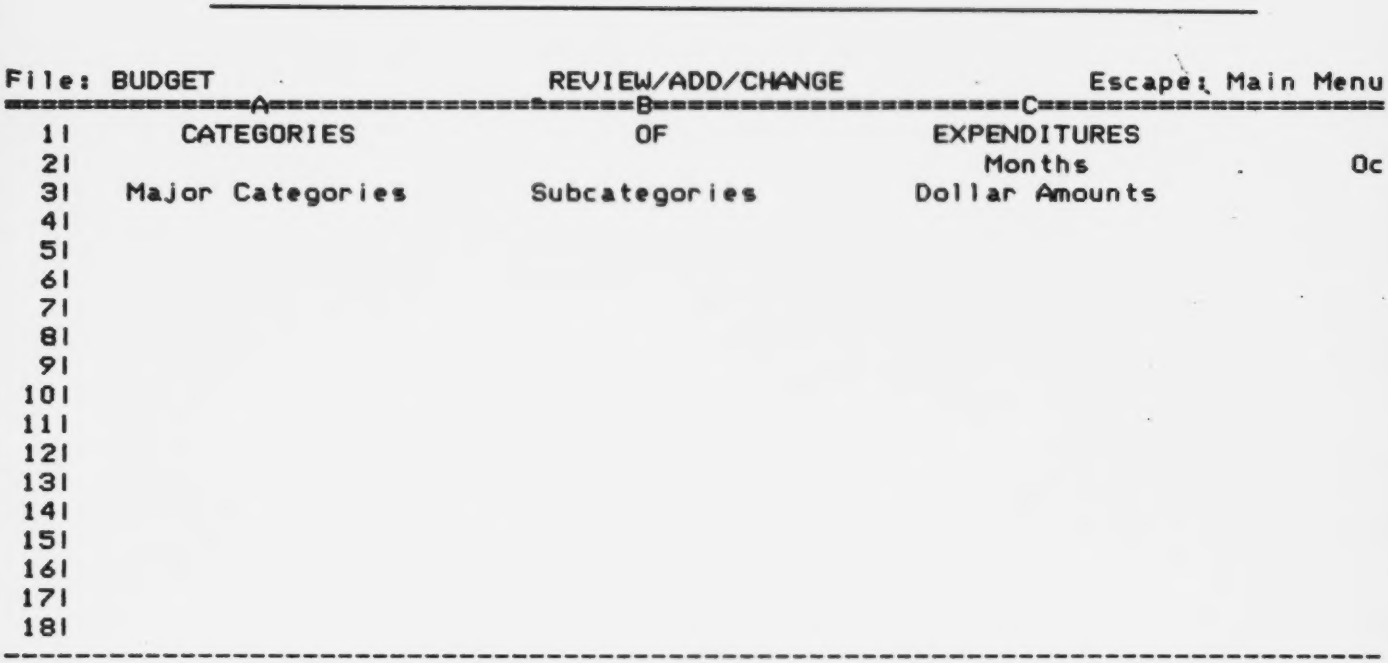

Figure 23. The Computer Screen Following Selection of The Center Option.

57. Complete cells "D3 - H3" as shown in Figures 24 and 25.

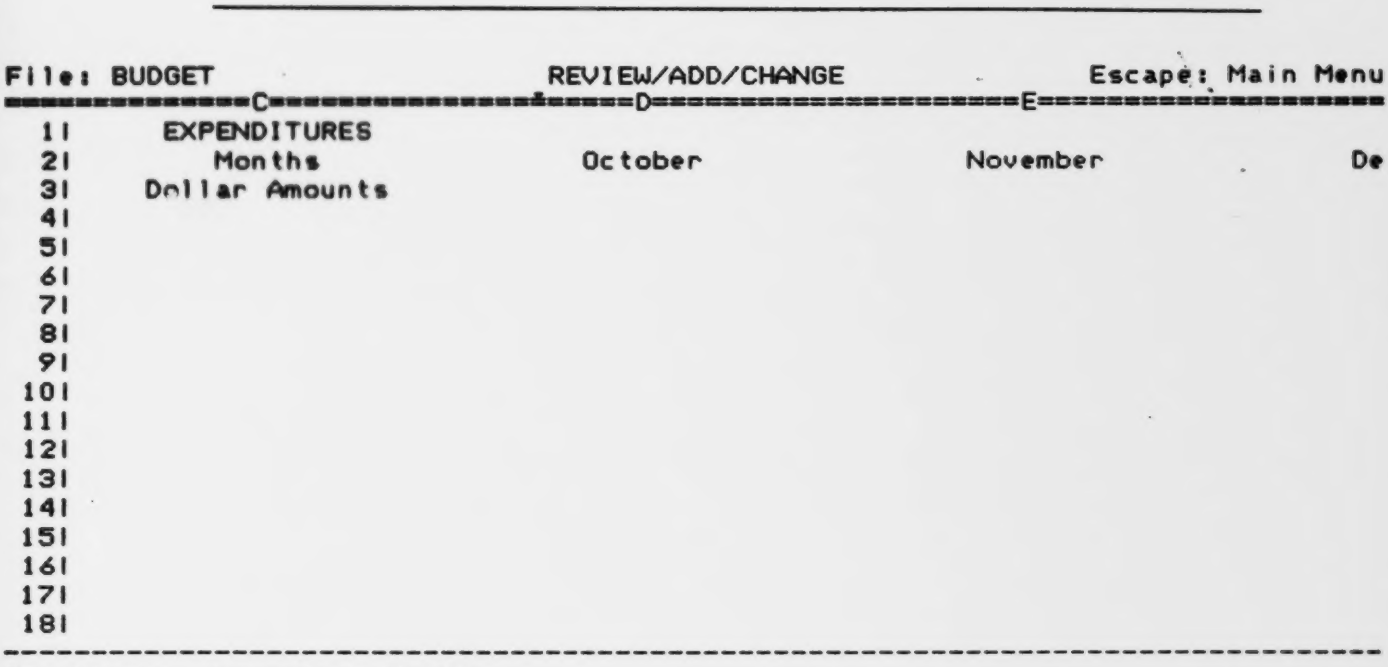

Figure 24. Cells D3 And E3 Completed.

```
File: BUDGET                    REVIEW/ADD/CHANGE                Escape: Main Menu
             F                        G                        H
  1|
  2|       December                 January
  3|                                                    TOTALS
  4|
  5|
  6|
  7|
  8|
  9|
 10|
 11|
 12|
 13|
 14|
 15|
 16|
 17|
 18|
H3: (Label, Layout-C) TOTALS

Type entry or use @ commands                                  @-? for Help
```

Figure 25. Cells F3, G3 and H3 Completed.

58. Use the ARROW keys and move the cursor to cell "A18."

59. Type "TOTALS" in cell "A18" and press the RETURN key once.

60. Press the OPEN-APPLE and "L" keys at the same time.

61. With the "Entry" option highlighted, press the RETURN key once.

62. Use the RIGHT-ARROW key to highlight the "Label Format" option.

63. Press the RETURN key once. The screen should now look like the picture shown in Figure 26.

```
File: BUDGET                    REVIEW/ADD/CHANGE              Escape:.Main Menu
              A                        B                        C
  1|      CATEGORIES                  OF                  EXPENDITURES
  2|                                                         Months
  3|   Major Categories        Subcategories             Dollar Amounts
  4|
  5|
  6|
  7|
  8|
  9|
 10|
 11|
 12|
 13|
 14|
 15|
 16|
 17|
 18|         TOTALS
--------------------------------------------------------------------------------
A1: (Label, Layout-C) CATEGORIES

Type entry or use @ commands                                    @-? for Help
```

Figure 26. The Monitor Screen With TOTALS Centered In Cell A18.

64. Move the cursor to cell "C18," using the ARROW keys.

65. Place the CAPS LOCK key in the down position.

66. Hold the SHIFT key down and press the "2" key so that a "@" appears at the bottom left corner of the screen.

67. Immediately following the "@," type "SUM."

68. Immediately following "SUM," type "(C4...C17)." Your picture should show, "@SUM(C4...C17)." This sentence tells the computer to add all of the numbers entered in cells "C4" through "C17" and report the sum in of those in cell "C18." See Figure 27.

```
File: BUDGET                    REVIEW/ADD/CHANGE    Escape: Restore former entry
            A                        B                        C
  1|      CATEGORIES                 OF                 EXPENDITURES
  2|                                                        Months
  3|   Major Categories        Subcategories          Dollar Amounts
  4|
  5|
  6|
  7|
  8|
  9|
 10|
 11|
 12|
 13|
 14|
 15|
 16|
 17|
 18|         TOTALS
-------------------------------------------------------------------------------
C18: (Value, Layout-D2)
Value: @SUM(C4...C17)
Complete the value
```

Figure 27. Summation Formula For Cell C18.

69. Press the RETURN key once and examine Figure 28.

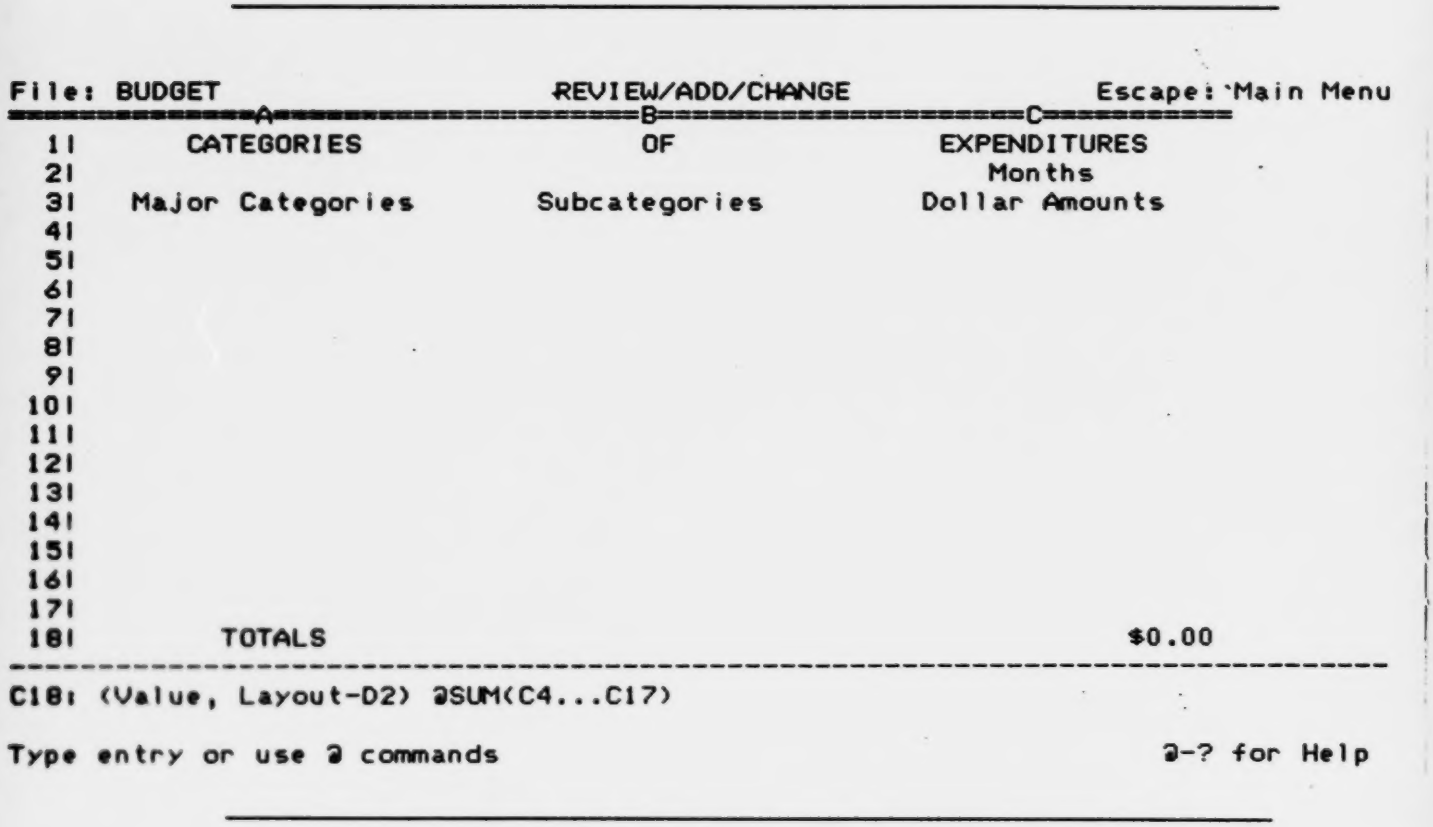

Figure 28. The Screen After The First Summation Formula Has Been Entered By Pressing The Return Key.

70. Move the cursor to the "D18" cell and write a summation formula for this column. If you have written it correctly it should be, "@SUM(D3...D17)."

71. Press the RETURN key once to enter the formula.

72. Press the RIGHT-ARROW key once, moving the cursor to the "E18" cell.

73. Write a formula for cell, "E18," followed by cells "F18 and G18."

74. Move the cursor to cell "H4" using RIGHT-ARROW and UP-ARROW keys.

75. Write a formual for the summation of numbers entered in cells "D4" through "G3." The fomula, correctly written should read, "@SUM(D4...G4)."

76. Press the RETURN key once to enter the formula.

77. Press the DOWN-ARROW key once and move the cursor to cell, "H5."

78. Write a formula for cell, "H5" using the same process you used the cell "H4."

79. Enter the cell "H5" formula by pressing the RETURN key once.

80. Repeat the formula writing process for cells, "H6" through "H18." Since numerals have not been entered yet in any of the cells, the screen should appear like picture in Figure 29.

```
File: BUDGET                    REVIEW/ADD/CHANGE                Escape: Main Menu
============F=====================G=====================H==========
  1|
  2|       December                 January
  3|                                                        TOTALS
  4|                                                             $0.00
  5|                                                             $0.00
  6|                                                             $0.00
  7|                                                             $0.00
  8|                                                             $0.00
  9|                                                             $0.00
 10|                                                             $0.00
 11|                                                             $0.00
 12|                                                             $0.00
 13|                                                             $0.00
 14|                                                             $0.00
 15|                                                             $0.00
 16|                                                             $0.00
 17|                                                             $0.00
 18|              $0.00                    $0.00                 $0.00
-------------------------------------------------------------------------------
H18: (Value, Layout-D2) @SUM(C18...G18)

Type entry or use @ commands                                    @-? for Help
```

Figure 29. The Monitor Screen After Summation Formulas Have Been Written For All "TOTALS" cells.

81. Press the OPEN-APPLE and "Z" keys at the same time to examine the cell formulas you have written and to look for mistakes. See Figures 30 and 31.

File: BUDGET REVIEW/ADD/CHANGE Escape: Main Menu

	F	G	H
1			
2	December	January	
3			TOTALS
4	400	200	@SUM(D4...G4)
5	0	0	@SUM(D5...G5)
6	140	0	@SUM(D6...G6)
7	0	60	@SUM(D7...G7)
8	100	0	@SUM(D8...G8)
9	0	0	@SUM(D9...G9)
10	0	0	@SUM(D10...G10)
11	0	0	@SUM(D11...G11)
12	0	0	@SUM(D12...G12)
13	0	0	@SUM(D13...G13)
14	0	0	@SUM(D14...G14)
15	0	0	@SUM(D15...G15)
16	0	0	@SUM(D16...G16)
17	0	0	@SUM(D17...G17)
18	@SUM(F4...F17)	@SUM(G4...G17)	@SUM(D18...G18)

H18: (Value, Layout-D2) @SUM(D18...G18)

Type entry or use @ commands @-? for Help

Figure 30. Cell Summation Formulas.

```
File: BUDGET                    REVIEW/ADD/CHANGE                Escape: Main Menu
            C                        D                        E
 1|     EXPENDITURES
 2|        Months                 October                 November                 De
 3|    Dollar Amounts
 4|0                          0                        0                        0
 5|0                          0                        0                        0
 6|0                          0                        0                        0
 7|0                          0                        0                        0
 8|0                          0                        0                        0
 9|0                          0                        0                        0
10|0                          0                        0                        0
11|0                          0                        0                        0
12|0                          0                        0                        0
13|0                          0                        0                        0
14|0                          0                        0                        0
15|0                          0                        0                        0
16|0                          0                        0                        0
17|0                          0                        0                        0
18|@SUM(C4...C17)             @SUM(D4...D17)           @SUM(E4...E17)           @SUM(F4..
-------------------------------------------------------------------------------------
C9: (Value, Layout-D2)

Type entry or use @ commands                                          @-? for Help
```

Figure 31. Cell Summation Formulas.

82. Correct mistakes if there are any.

83. Use the ARROW keys to highlight a cell having an incorrect formula. Then retype the formula, correcting it as you go. Press the RETURN key once to enter the corrected formula anbd proceed.

84. Press the OPEN-APPLE and the "Z" keys at the same time to return to the original format.

85. Enter real world data in you file. See Figures 32, 33 and 34.

File: BUDGET REVIEW/ADD/CHANGE Escape: Main Menu

	A	B	C
1	CATEGORIES	OF	EXPENDITURES
2			Months
3	Major Categories	Subcategories	Dollar Amounts
4	LIBRARY		$1,200.00
5		Textbooks	$600.00
6		General Reading Books	$260.00
7		Periodicals	$120.00
8		Media Programs	$200.00
9	LABORATORY		$4,000.00
10		Chemicals	$1,200.00
11		Equipment Repair	$300.00
12		New Equipment	$2,000.00
13		Glassware	$500.00
14	TEXTBOOKS		$2,200.00
15		Biology	$1,600.00
16		Chemistry	$500.00
17		Physics	$300.00
18	TOTALS		$7,580.00

A18: (Label, Layout-C) TOTALS

Type entry or use / commands /-? for Help

Figure 32. Spreadsheet Data Entries.

```
File: BUDGET                    REVIEW/ADD/CHANGE                Escape: Main Menu
             D                        E                        F
  1|
  2|       October                 November                 December
  3|
  4|            $400.00                $200.00                  $400.00
  5|            $600.00
  6|                                   $120.00                  $140.00
  7|             $60.00
  8|                                   $100.00                  $100.00
  9|
 10|
 11|
 12|
 13|
 14|
 15|
 16|
 17|
 18|         $1,060.00                 $420.00                  $640.00
-------------------------------------------------------------------------------
F18: (Value, Layout-D2) @SUM(F4...F17)

Type entry or use @ commands                                    @-? for Help
```

Figure 33. Spreadsheet Data Entries.

```
File: BUDGET                    REVIEW/ADD/CHANGE                Escape: Main Menu
            F                        G                        H
  1|
  2|       December                 January
  3|                                                      TOTALS
  4|             $400.00                    $200.00      $1,200.00
  5|                                                        $600.00
  6|             $140.00                                   $260.00
  7|                                        $60.00         $120.00
  8|             $100.00                                   $200.00
  9|                                                          $0.00
 10|                                                          $0.00
 11|                                                          $0.00
 12|                                                          $0.00
 13|                                                          $0.00
 14|                                                          $0.00
 15|                                                          $0.00
 16|                                                          $0.00
 17|                                                          $0.00
 18|             $640.00                    $260.00      $2,380.00
--------------------------------------------------------------------------------
H18: (Value, Layout-D2) @SUM(D18...G18)

Type entry or use @ commands                                  @-? for Help
```

Figure 34. Spreadsheet Data Entries.

86. Press the OPEN-APPLE and "S" keys at the same time to save the data and or the file. The screen should appear like the example shown in Figure 35.

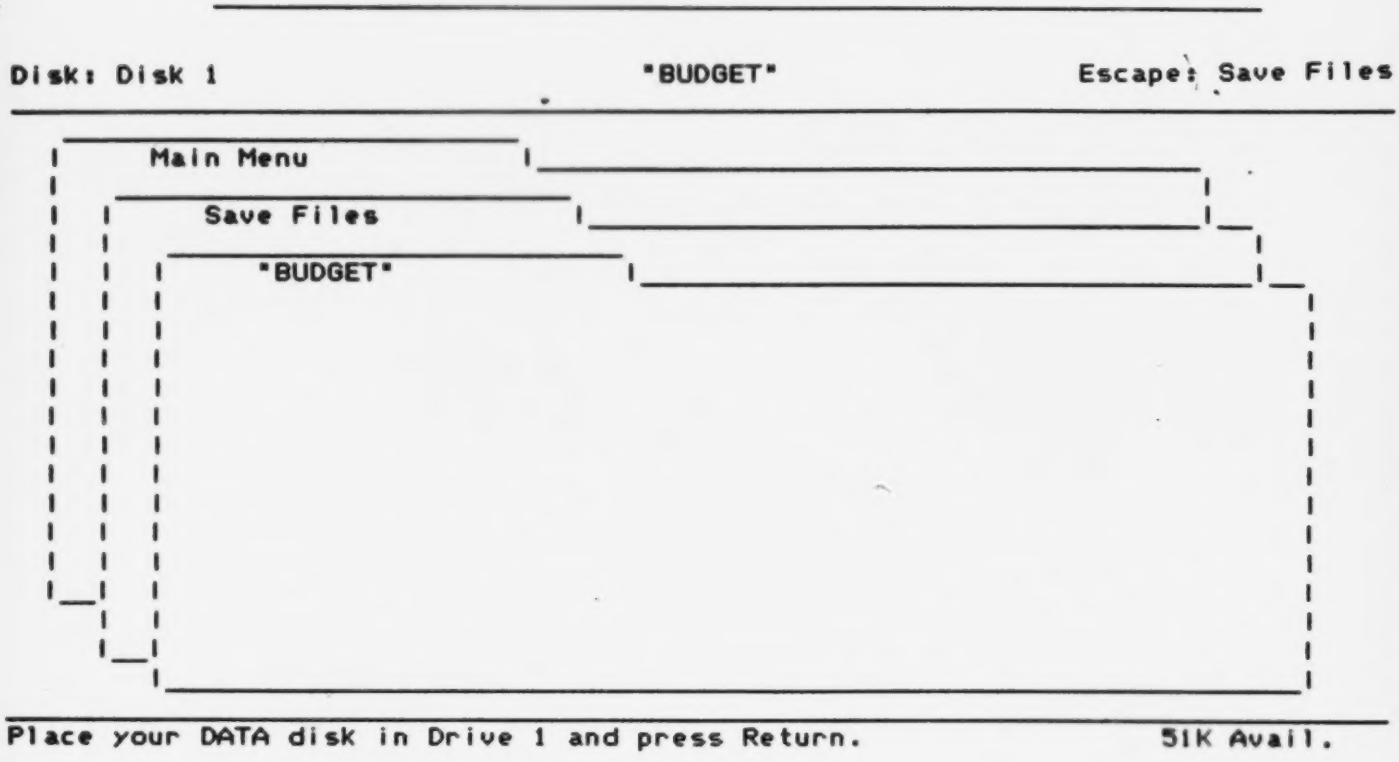

Figure 35. The Monitor Screen After Selecting The Save Operation

87. Remove the program disk from the disk drive.

88. Insert the data disk in the disk drive.

89. Press the RETURN key once and watch the computer monitor screen. When the computer has finished saving your file the screen will appear like the picture shown in Figure 36.

File: WP00005 REVIEW/ADD/CHANGE Escape: Main Menu

Place the AppleWorks PROGRAM disk in Drive 1 and press Return. 31K Avail.

Figure 36. The Monitor Screen When The Save Operation Is Complete.

90. Remove the data disk from the disk drive.

91. Insert the AppleWorks program disk in the disk drive.

92. Press the RETURN key once.

93. Continue!